

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09.A

Subject:

DATE: 01/08/88

Sunset Review:

CENTER SAFETY AND OCCUPATIONAL
HEALTH COMMITTEE

1. PURPOSE. The purpose of this directive is to establish a Center Safety and Occupational Health Committee to monitor and assist in the Center's safety and occupational health program.
2. SCOPE. This directive applies to all organizational elements of the FLETC. This directive does not supersede related provisions of any labor management agreement currently in effect.
3. CANCELLATION. FLETC Directive No. 70-09.A, Federal Law Enforcement Training Center (FLETC) Safety and Health Policy Committee, dated December 18, 1985.
4. REFERENCES.
 - a. Executive Order 12196.
 - b. Title 29, CFR Part 1960.
 - c. Treasury Directive No. 71-05, Departmental Safety and Health Program.
 - d. FLETC Directive No. 70-09, Safety Policy for the Center.
5. COMMITTEE ORGANIZATION.
 - a. Members. The committee will consist of thirteen members. Ten members will be appointed by the appropriate Assistant Directors as outlined below:

<u>Organizational Unit</u>	<u>Number of Members</u>
Procurement Division	1
Facilities Management Division	1
Enforcement Techniques Division	1
Enforcement Operations Division	1
Office of State and Local Training	1
Media Support Division	1
Driver/Marine Division	1
Firearms Division	1
Physical Techniques Division	1
Behavioral Science Division	1

The Assistant Director, Office of Marana Operations (OMO), will not serve as an active committee member, but will represent the Center on the Evergreen Safety Committee and will furnish the Center Committee with copies of all minutes of meetings and policy issuances that concern the Marana facility.

The Director will appoint three Center Interagency Advisory Council (CIAC) members to serve as representatives on the Center Safety and Occupational Health Committee.

The AFGE Local 2002 may appoint one member to serve as a Union representative on the committee.

b. Advisors. The persons listed below will serve as advisors to the committee.

Safety and Occupational Health Manager--Primary Advisor--Will attend all meetings.

Legal Counsel]--Attend as needed.

Medical Officer or Health Nurse--Attend as needed.

Athletic Trainer--Attend as needed.

Role Player Contracting Officer's Technical Representative--Attend as needed.

c. Chairperson. The committee chairperson shall be nominated from among the committee's members and shall be elected by the committee members. The maximum service time as chairperson shall be two consecutive years.

d. Vice Chairperson. The committee vice chairperson shall be nominated from among the committee's members and shall be elected by the committee members. The maximum service time as vice chairperson shall be two consecutive years.

6. COMMITTEE DUTIES/RESPONSIBILITIES.

a. The committee, as an integral part of the safety and occupational health program, shall assist in effective implementation of the program at the operational level.

b. The committee will monitor and assist the safety and health program and make recommendations to the Center Safety and Occupational Health Official (i.e., Safety Occupational Health Manager) responsible for administration of the program.

c. When requested by the safety and occupational health official or safety manager, the committee may participate in inspections of the work places.

d. The committee will review and recommend changes, as appropriate, to procedures for handling safety and occupational health suggestions and recommendations from employees.

e. The committee will review responses to reports of hazardous conditions or safety and health program deficiencies and make recommendations for changes.

7. FREQUENCY OF MEETINGS. A regular schedule of meetings shall be established on a quarterly basis. Special meetings may be scheduled if requested by the chairperson or the Safety and Occupational Health Manager.

8. DOCUMENTATION OF MEETINGS. Each meeting shall be conducted pursuant to a prepared agenda published at least 10 calendar days prior to the meeting. The chairperson shall ensure that written minutes of each committee meeting shall be maintained and distributed to each committee member, advisor, the Assistant Director (OMO), Participating Organizational Representation and, upon request, shall be made available to other employees.

9. TRAINING. Training will be provided for all committee members commensurate with the scope of their assigned responsibilities as required by References a. and b. Arrangements for training are the responsibility of the Safety and Occupational Health Manager.

10. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich
Director